

DDM&S

EXECUTIVE SECRETARIAT

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S	✓			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
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SUSPENSE		22 Nov Date			

Remarks:

Response for DCI signature

Executive Secretary

Date

Background

25X1



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

October 7, 1974

PERS

74-4676

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his memorandum of September 20, President Ford spoke of a career civil service free from political considerations and called upon each of us to see to it that "the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out" Our charge is clear.

We must all turn our immediate attention to specific actions that can be taken to insure that appointments and promotions within the career service are based solely on merit and without regard to either politics, race, creed or sex. Moreover, we must make certain that all personnel actions relating to competitive positions themselves, including the way they are described, the way they are established, and the way we seek qualified people to fill them, meet both the letter and the intent of applicable personnel laws and regulations.

I know that you will want to take steps to insure that every executive, manager, and supervisor within your agency is both fully aware of the President's memorandum and is personally committed to the integrity of day-to-day personnel operations. Employees who have a basis for believing that personnel laws or rules are being violated, and the matter is not appropriate for the grievance or appeals procedures, should know that there is an official within each department or agency to whom they can provide the facts, without fear of reprisal, and that appropriate inquiry and action will follow. In addition, I urge that you utilize your own internal systems of personnel management evaluation as an essential element in assuring continuing compliance with personnel laws and merit principles.

Obviously, there are a number of actions that can and must be taken to insure compliance with the President's memorandum. I would appreciate hearing from you by November 29 regarding the particular actions you have taken to carry out the President's instructions.

The Commission will be taking further initiatives in this regard, in addition to those we have under way already and, as always, we stand ready to assist you in this effort by providing upon your request appropriate briefings and advice and assistance on particular questions or problems that might arise.

Robert E. Hampton
Robert E. Hampton
Chairman

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

FOR IMMEDIATE RELEASE

September 20, 1974

Office of the White House Press Secretary

THE WHITE HOUSE

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that --- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD